BORDERS COLLEGE

JOB DESCRIPTION

Job Title	**Computing Lecturer | Maternity Cover**

Post Holder	

Accountable To	**Delivery Team Manager – Creative, Enterprise, Technology and Essential Skills**

Responsible For	**Delivering high-quality learning, teaching, assessment, learner support and curriculum development in line with College and awarding body requirements.**

Department	**Creative, Enterprise, Technology and Essential Skills**

Overall Purpose of Job
To provide effective learning, teaching and assessment, and to contribute to the planning, development, quality assurance and continuous improvement of curriculum provision as agreed with the Assistant Principal and Head of Sector. The postholder will support learner achievement, progression and wellbeing whilst maintaining the professional standards expected of a lecturer within the Scottish Further Education sector.

BORDERS COLLEGE

JOB DESCRIPTION

Main Duties and Responsibilities
CORE KEY ACCOUNTABILITIES: **1. Learning, Teaching and Assessment** Deliver formally structured teaching activities to agreed targets and timetabled requirements using a range of appropriate and innovative learning, teaching and assessment approaches. • Create and maintain an inclusive, supportive and safe learning environment that promotes learner engagement, achievement and positive behaviour. • Utilise a variety of delivery methods, learning technologies and resources to support active, independent and self-directed learning. • Adapt learning activities and teaching approaches to meet the collective and individual needs of learners. • Promote the development of essential, vocational, digital and employability skills within the curriculum. **2. Curriculum Planning and Development** Develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations, online resources and formative assessment activities. • Plan engaging, inclusive and creative learning experiences that meet curriculum, awarding body and learner requirements. • Design, produce and adapt learning and teaching materials to meet the needs of diverse learners. • Contribute to curriculum planning, review and development activities within the Portfolio Area. • Support the development of innovative, sustainable and learner-centred approaches to curriculum delivery. **3. Assessment and Verification** Undertake effective assessment of learning, teaching, student projects and practical activities. • Plan and implement appropriate formative and summative assessment strategies. • Design and use assessment instruments that meet awarding body requirements and learner needs. • Measure, record and monitor learner progress and attainment. • Provide timely, constructive and developmental feedback to support learner achievement. • Comply with all internal and external assessment and verification policies, procedures and quality standards. **4. Student Guidance, Support and Progress** Provide curricular guidance, academic support and first-line discipline to students as required. • Identify learner support needs and provide appropriate guidance, referring learners to specialist support services where necessary. • Monitor learner attendance, engagement, progress and achievement.

- Conduct learner reviews, tutorials and progress discussions as required.
- Promote equality, diversity, inclusion and learner wellbeing in accordance with College policy and procedures.
- Foster positive working relationships with learners to support success, retention and progression.

5. Student Records and Administration
Maintain accurate and timely records relating to student attendance, progress, achievement and assessment.

- Ensure all learner records are completed in accordance with College, awarding body and regulatory requirements.
- Maintain appropriate documentation relating to assessment decisions, learner achievement and certification.
- Contribute to reporting and monitoring activities required by the College and external agencies.

6. Quality Assurance and Enhancement
Contribute to the maintenance and enhancement of quality standards across the curriculum area.

- Participate in quality assurance, enhancement and continuous improvement activities.
- Contribute to self-evaluation, action planning and programme review processes.
- Support curriculum teams in agreeing targets and implementing improvement plans.
- Use learner feedback, performance indicators and other evidence sources to evaluate and enhance learning and teaching practice.
- Contribute to internal and external audit, verification and inspection activities where required.

7. Professional Practice
Maintain professional teaching standards, vocational competence and relevant qualifications.

- Comply with all relevant legislation, professional standards, statutory requirements and College policies and procedures.
- Promote equality, social and cultural diversity and safeguarding responsibilities within all aspects of professional practice.
- Maintain effective industry and professional links to ensure vocational currency.
- Reflect upon and evaluate own practice to support continuous improvement and enhance learner outcomes.
- Share good practice and contribute positively to curriculum team development.

8. Professional Development
Attend agreed professional and staff development activities and participate in the Individual Staff Review process.

- Engage in continuing professional development to maintain subject, vocational and pedagogic expertise.

- Identify and undertake development activities which support individual, team and organisational objectives.
- Maintain awareness of developments in education, industry, technology and professional practice relevant to the curriculum area.

9. Team and College Contribution

Participate in Portfolio Area and other College meetings as required.

- Work collaboratively with colleagues, support services, employers, partners and external agencies to enhance the learner experience.
- Contribute to College-wide activities, events and initiatives as appropriate.
- Support the achievement of College strategic objectives and priorities.

10. Compliance and Corporate Responsibilities

Comply with all College policies and procedures.

- Observe College requirements relating to health and safety, equality and diversity, safeguarding, data protection and information security.
- Undertake such additional duties, consistent with the nature of the post, as may reasonably be required.

You may also be required to:

1. Internal Verification

Undertake duties as an Internal Verifier in line with College policies, procedures and awarding body requirements within an area of occupational competence.

- Participate in standardisation and quality assurance activities.
- Support consistency and reliability of assessment practice across programmes.

2. Course Tutor Responsibilities

Undertake the duties of a Course Tutor.

- Provide pastoral and academic oversight for an allocated learner group.
- Monitor learner attendance, progress, retention and achievement.
- Liaise with parents, carers, employers, support services and external agencies where appropriate.

3. Recruitment, Marketing and Partnership Activities

Support the work of the Portfolio Area in relation to recruitment, marketing and resourcing.

- Participate in open days, information events, school liaison activities and learner recruitment initiatives.
- Contribute to the promotion and development of curriculum provision.
- Support engagement with employers, industry representatives and community stakeholders to enhance curriculum relevance and learner opportunities.

BORDERS COLLEGE

JOB DESCRIPTION

The above-mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirements of the College.

Signed ..... Date .....
(Staff Member)

Signed ..... Date .....
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
TQFE		**D**
PDA Learning & Teaching		**D**
Computing-related qualification at SCQF Level 8 or above		**E**
Cyber-related qualification at SCQF Level 8 or above		**D**
Professional qualification related to Business or Enterprise		**D**

KNOWLEDGE		Essential or Desirable
Applicants are required to evidence that they hold the knowledge and skills to underpin contemporary computing and digital technologies, including software development, networking, systems infrastructure, cloud technologies, and cyber security principles.		**E**
Knowledge and experience in applying technical analysis, problem-solving, system design, implementation and evaluation across a range of computing and cyber security environments, with an understanding of current cyber threats, vulnerabilities and secure working practices.		**E**

EXPERIENCE		Essential or Desirable
Experience in teaching Computing, Cyber Security, Software Development, Networking, Digital Technologies, or a related subject area.		**D**
Experience of working within a computing, cyber security, software development, networking, IT support, or related digital technology environment.		**E**
Industrial experience, with knowledge and understanding of contemporary computing and cyber security practices, and the ability to communicate technical concepts, cyber security principles, and industry-standard methodologies using appropriate technical terminology.		**E**

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Excellent communication skills, both written and verbal		**E**
Strong interpersonal skills with the ability to build positive working relationships		**E**
Ability to work collaboratively as part of a team		**E**
Ability to provide a high standard of customer service		**E**
Ability to present information clearly and professionally		**E**
Ability to influence and engage a range of stakeholders effectively		**E**

OTHER SKILLS		Essential or Desirable
Excellent organisational and time management skills		**E**
Ability to prioritise workload and meet deadlines		**E**
Strong ICT and digital skills		**E**
Ability to work flexibly and respond positively to changing priorities		**E**
Commitment to continuous professional development		**E**
Ability to work independently and use initiative where appropriate		**E**